



# THE CATHOLIC UNIVERSITY OF EASTERN AFRICA

A. M. E. C. E. A.

Office of the Special Advisor to the Vice  
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## JOB ADVERTISEMENT

### LECTURER IN EDUCATIONAL ADMINISTRATION AND PLANNING

**Faculty of Education  
Department of Postgraduate Studies in Education**

The Catholic University of Eastern Africa wishes to recruit dynamic, qualified and result oriented persons to fill the positions of **Lecturer in Educational Administration and Planning**.

**Organizational Relationship:** Reports to the Head of Department of Postgraduate Studies in Education.

#### **Job Description**

- To teach at least 8 units per academic year (three trimesters);
- To conduct research, publish and participate in seminars;
- To supervise students' research work;
- To ensure that quality continuous assessment of students takes place and feedback promptly given to the students;
- To be available for students and staff for office consultation;
- To ensure regular review of his/her courses in conformity with quality assurance reports and emerging international best practice;
- To attend and effectively participate in Departmental, Faculty and University meetings and functions;
- To actively participate in Department/Faculty/University community service activities;
- To uphold the good image of the Faculty and the University in the manner in which he or she carries out his or her duties;
- To be committed to continuous improvement of the Department and Faculty;

- To perform any other official duties that may be assigned by the Dean, the immediate supervisor and University Management.

### **Minimum Qualifications**

- Should have PhD degree in the area of Educational Administration and Planning.
- Should have taught for at least three (3) years at university level;
- Should have evidence of administration experience;
- Should be proficient in computer packages.

### **The Person**

- Must be a team player;
- Must possess good interpersonal and communication skills;
- Must be a person of integrity; morally upright and mature;
- Must be able to work under minimum supervision;
- He/she should be flexible and adaptable enough to work in a multicultural environment;
- Should have the ability to guide and mentor students.

Applications should reach the Human Resources Manager on or before **23<sup>rd</sup> May 2018**.

Applicants should enclose a C.V., copies of relevant certificates and transcripts, and three reference letters from recognized persons/institutions.

**NB: ONLY SHORTLISTED CANDIDATES SHALL BE CONTACTED.**

**Mr. James Theuri Kiago**  
**SPECIAL ADVISOR TO THE VICE CHANCELLOR**